

November 19, 1997

MEMORANDUM FOR: All OIG Employees

FROM: Allan M. Fisher  
Assistant Inspector General  
for Compliance and Administration

SUBJECT: Leave Administration

The consistent and equitable administration of leave is necessary to ensure that every employee is accorded the same treatment. Several recent situations have highlighted the need to remind employees and supervisors of what is allowable. Below is guidance on these leave situations based on the Department's [\*Handbook on Leave Administration and Hours of Duty\*](#):

***Granting of Advanced Sick Leave.*** Employees may be advanced sick leave in addition to the sick leave to their credit, regardless of whether they have annual leave to their credit. The advancement of sick leave is predicated on the expectation that the employee will be able to return to work and repay the advanced leave. By law, the amount advanced to a full-time employee who has completed a probationary or trial period in the federal government may not exceed 240 hours. Employees in probationary status *may not* be granted advance sick leave in excess of 104 hours. When an employee has been granted the maximum amount of advanced sick leave he or she is eligible to receive, additional grants of advanced sick leave cannot be approved. Advanced sick leave may be liquidated by a charge against annual leave.

***Granting of Advanced Annual Leave.*** Employees may request and be granted annual leave that is expected to accrue under their current appointment by the close of the leave year. When an employee has been granted the maximum amount of advanced leave he or she is eligible to be granted in a leave year, further grants of advanced leave cannot be approved. In cases where the employee is subsequently required to be absent from duty and other types of leave are not appropriate for the absence, the employee may be granted leave without pay for the duration of an approved absence.

In advancing leave, supervisors must have reasonable assurance that the employee will be in a duty status long enough to repay or liquidate the advanced leave granted. Additionally, supervisors must advise employees that if subsequent leave accruals or a cash payment does not liquidate such advanced leave, upon separation, the employee must either refund the amount paid for the period representing the indebtedness or have it deducted from any pay due. The Inspector General must approve any request for advanced leave that exceeds 120 hours.

***Compensatory Time Off for Religious Observances.*** All OIG employees may elect to work additional hours to take time off without charge to annual leave when personal religious beliefs necessitate that the employee abstain from work during periods of the workday or workweek. An employee may earn compensatory time (in lieu of overtime pay) for a religious observance before or after the fact by performing approved religious compensatory overtime work. Any employee electing to work additional hours for this purpose may be granted an equal amount of time off (hour for hour or quarter hour increments thereof) from his or her scheduled tour of duty. The overtime worked must be performed within three full pay periods before or after usage. Overtime work performed to earn or repay religious compensatory time may not be converted to pay except upon separation and may never be converted to premium pay. If an employee fails to perform compensatory overtime for religious observance within three pay periods after usage, the time off will be charged to annual leave or leave without pay at the employee's option.

***Compensatory Time for Irregular or Occasional Overtime.*** All compensatory time earned during August 1 through July 31 must be used by August 31. FLSA-exempt employees will forfeit unused compensatory time. Nonexempt employees will be paid at the FLSA rate. Exceptions will be made where workload beyond the employee's control precludes compensatory time liquidation in this time frame. Compensatory time earned before July 31, 1997 must be used before August 31, 1998.

If you require additional information, on this or other personnel-related matters, please contact the Human Resources Management Division on 202-482-4948.

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